

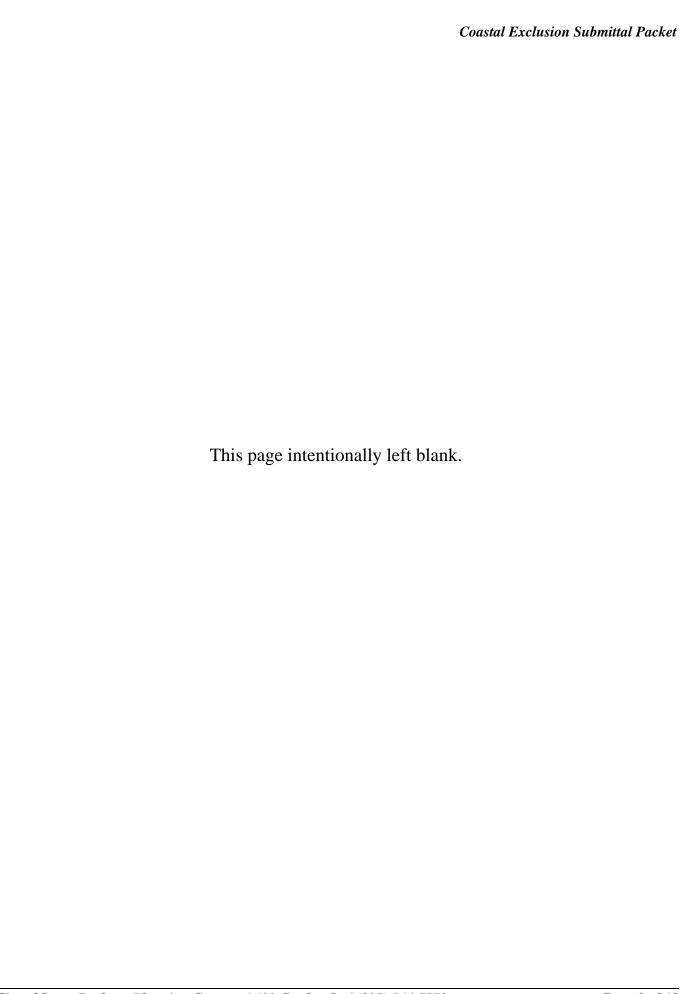
COASTAL EXCLUSION SUBMITTAL PACKET

Coastal Exclusion Submittal Requirements
Notice of Exclusion Form
Coastal Development Permit Application
Sample of a letter addressed to Planning Staff
Sample of a completed Master Application

Notes:

- Please obtain a Master Application for additional submittal requirements.
- Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578.
- It is important that you research the project site prior to submitting an application.

 Information such as the 1) Santa Barbara Municipal Code, 2) handouts, 3) guidelines, 4) street and 5) planning files (a.k.a. LDT record archives), 6) parcel and 7) case information, is available online at http://www.SantaBarbaraCA.gov under the Government, Residents or Business tabs at the top of the screen.
- When developing your proposal, ALWAYS refer to the actual Zoning Ordinance (Title 28 of the S.B.M.C. at http://www.santabarbaraca.gov/Government/City_Hall/Municode/) for the most complete and detailed information. As a rule of thumb we recommend that the following sections in the Zoning Ordinance also be reviewed carefully for additional information: Definitions (S.B.M.C. §28.04), General Provisions (S.B.M.C. §28.87), and the Automobile Parking Requirements (S.B.M.C. §28.90). Additionally, the history of the property needs to be researched; this includes reviewing the archive plans, and street files and planning files. Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed as part of your application.
- Street and planning files (a.k.a. LDT record archives), and archived plans are located at the Records and Archives counter (located at 630 Garden St. (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Copies of the Zoning Ordinance may be purchased at the City Clerk's Office at City Hall (at 735 Anacapa St. (805) 564-5309).
- Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.





COASTAL EXCLUSION SUBMITTAL REQUIREMENTS

The following information is required to determine whether a project qualifies for a coastal exclusion:

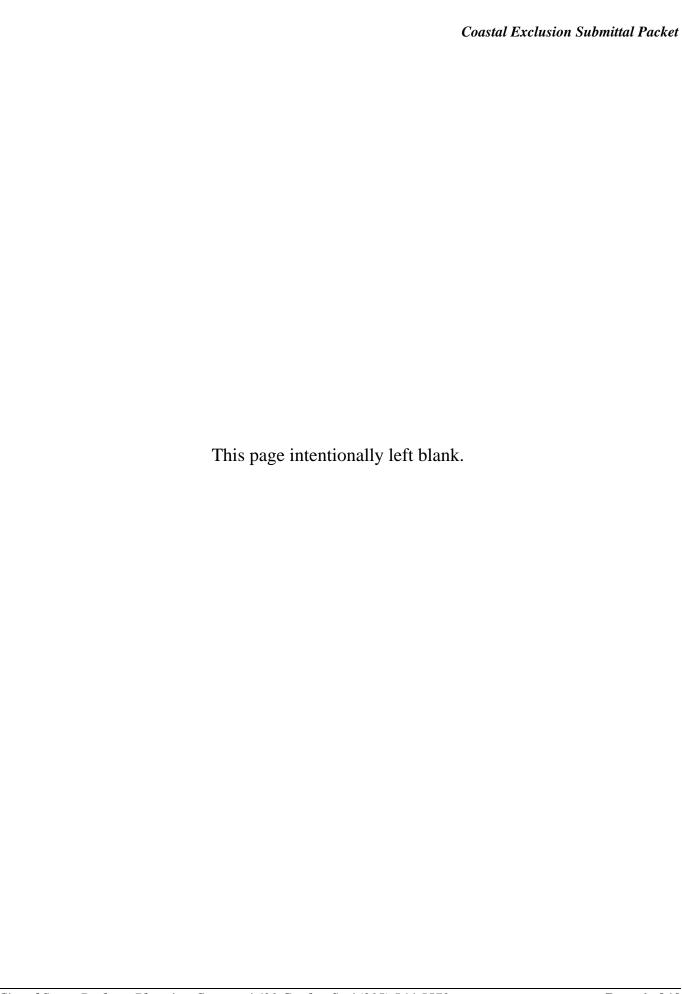
1.	Com	pleted Master Application Form:
		Project Address
		Assessor's Parcel Number(s) and Land Use Zone(s)
		Existing use(s)
		Complete Project Description (detailed description in letter)
		Approval(s) requested
		Proposed use(s)
		Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of"]
		Square footage, number of existing and proposed structures, number of existing and proposed units
		Lot size
		Signature of Property Owner and Applicant/Agent
2.	Asso	er from Homeowner's Association (if applicable) – For projects that have a Homeowner's ciation, a letter from the Homeowner's Association is required to be submitted with the cation.
3.	Lette	er from Applicant: (See attached sample letter.)
		Must include a statement describing the request
		Complete project description
4.	Addi	tional Forms to be Completed and Filed:
		Notice of Exclusion form, with required signatures
		Coastal Development Permit Application form
5.	dupli	ographs: (Photographs must remain with <u>this</u> submittal. The applicant must provide cates for each separate submittal if photographs are also required for other discretionary cations (i.e. Design Review, Modifications, etc.).)
		Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). (Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)
		Composition panoramic view of the site. (Please refer to sample boards available at the Planning Counter.)
		Photographs <u>must</u> be clear, visually legible, in color AND a <u>minimum</u> of 3"x5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
		Mount and <u>label</u> each photograph for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address

and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. (*Please refer to sample boards available at the Planning Counter.*)

	x 24 an Site l	nd each set must include the following:
a.		
		Legend
		Land Use Zone
		County Assessor's Parcel Number (APN)
		Slope of property as defined in SBMC§28.15.080
		Existing, required, and proposed parking space(s) including those proposed to be removed. Clearly indicate whether the parking is covered uncovered.
		Scope of work
		Site statistics showing both square footages and percentage of coverage building, landscaping and paved areas for proposed uses
		Multi-residential projects proposing Variable Density; include number bedrooms per unit
		Gross <u>and</u> Net square footages for each existing and proposed structure and/or unit(s) to be demolished, and new proposed structure(s) and unit(s). (Please refer to the "Project Statistics Forms for Design Review Projects" for definitions of gross and net square footages).
		Detailed breakdown of the amount of cut and/or fill under the main buildi footprint (in cubic yards) (if applicable)
		Detailed breakdown of the amount of cut and/or fill outside the ma- building footprint (in cubic yards) (if applicable)
		Vicinity Map
		Site Plan Details
		North arrow
		Scale of drawing
		Site topography
		Location of <u>all existing</u> and <u>proposed</u> structure(s) and use(s)
		Location of <u>all existing</u> , <u>demolished</u> , and <u>proposed</u> parking
		> Dimensions of the property and all building(s), structure(s), and parking
		> Setbacks from property lines to all building(s), structure(s), and parking the property
		Open Yard Area for Single Family Zones. For Multiple Units and Mixe Use Developments show the Private Outdoor Living Space and Open Ya Area.
		Distance between existing & proposed buildings
		> Location of all fences and walls and indicate heights
b.	Eleva	ation(s):
		Label each elevation
	$\bar{\Box}$	Scale of drawing

		Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work
		Heights of building(s) and structures involved in the project as defined by S.B.M.C. §28.04.100
		Residential development in residential zones must show compliance with the Solar Ordinance S.B.M.C. Chapter 28.11 (Please refer to the Solar Handout available online).
		Identify both existing and finished grades
		Heights of fences, hedges and walls
	c.	Floor Plan(s) (If applicable):
		Scale of drawing
		Label each floor plan when multiple levels apply
		Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered
		Label all rooms
	d.	Landscape Plan(s) (If applicable): (See the Landscape Design Standards for Water Conservation) (A "Compliance Statement for Low-Water Using Landscape Design" must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check). Indicate total area landscaped in square footage and percent of total site Show all existing and proposed plant material and indicate species and size Indicate with an X through trees proposed to be removed Indicate the location and identify all paved surfaces Indicate irrigation system A "Compliance Statement for Low-Water Using Landscape Design" must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check).
7.	Fees:	
		To be paid in the amount indicated in the latest fee resolution adopted by the City Council
*NO	TE: Plea	se be advised that depending on the scope of the project, additional information may be required by Staff.

7.





NOTICE OF EXCLUSION

This Notice of Exclusion is for a development that is excluded from the Coastal Development Permit requirements under Categorical Exclusion Order No. E-86-3, adopted by the California Coastal Commission on July 8, 1986, and per SBMC 28.45.009.

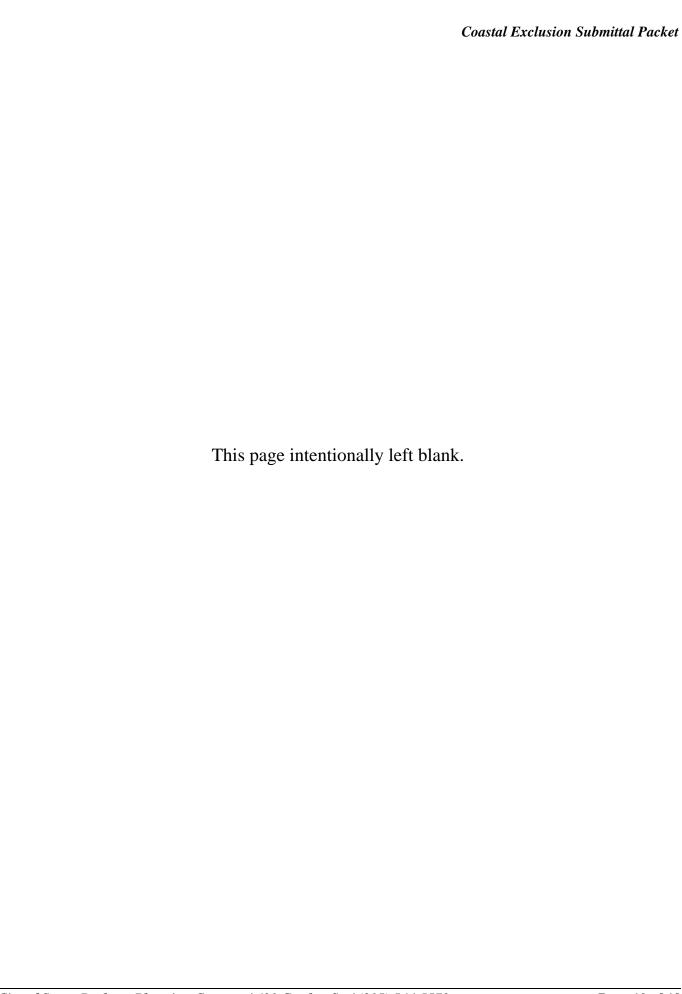
Date:
COASTAL DEVELOPMENT PERMIT APPLICATION NO. MST200
PROJECT ADDRESS:
ASSESSOR'S PARCEL #'S:
JURISDICTION OF THE COASTAL ZONE: APPEALABLE (NON-EXCLUSION AREA) NON-APPEALABLE (EXCLUSION AREA) CALIFORNIA COASTAL COMMISSION (STATE) PERMIT
APPLICANT: ADDRESS:
OWNER: ADDRESS:
PROJECT DESCRIPTION:
EXISTING BUILDINGS:
PROPOSED BUILDINGS:
Proposed Uses:

		l project is excluded from coastal development permit requirements under the exclusion category:
a.	the conversi or use, as improvement division, no that it is to The division	ARE CONVERSIONS. Any activity anywhere in the Coastal Zone that involves on of any existing multiple-unit residential structure to a time-share project, estate, defined in Section 11003.5 of the Business and Professions Code. If any at to an existing structure is otherwise exempt from the permit requirements of this coastal development permit shall be required for that improvement on the basis be made in connection with any conversion exempt pursuant to this subdivision. In of a multiple-unit residential structure into condominiums, as defined in Section Civil Code, shall not be considered a time-share project, estate, or use for purposes ivision.
b.	valid approves such time as may be made	RIGHTS. Any development which, on the effective date of this subsection, has a val from the Coastal Commission shall be considered to have a vested right until s said approval expires or lapses; provided, however, that no substantial change le in any such development without prior Coastal Commission and City approval obtained by the developer.
c.	SINGLE-FA	AMILY.
	e	Construction of one (1) single-family residence on an existing vacant parcel in the exclusion area. If demolition or relocation of any existing structure is necessary in order to accommodate such construction, or if such demolition or relocation has occurred in the year prior to the request for construction, the lot is not vacant.
		Additions to existing single-family residences in the exclusion area, except when such additions require other City approvals other than building permits.
	a e ii	improvements to existing single-family residences in areas other than the exclusion area; provided, however, that those improvements which involve a risk of adverse environmental effect or adversely affect public access or result in a change of the intensity of use shall require a coastal development permit, as provided in California Administrative Code Section 13250, as amended from time to time.
d.	residence or involve a ris change in	ONSTRUCTION. Improvements to any structure other than a single-family r a public works facility; provided, however, that those improvements which sk of adverse environmental effect; or adversely affect public access; or result in a use; shall require a coastal development permit, as provided in California ive Code Section 13253, as amended from time to time.
e.	navigation c	ANCE OF NAVIGATION CHANNELS. Maintenance dredging of existing channels or moving dredging material from such channels to a disposal area outside Zone, pursuant to a permit from the United States Army Corps. of Engineers.
f.	addition to, provided, ho substantial	OR MAINTENANCE. Repair or maintenance activities that do not result in an or enlargement or expansion of the object of such repair or maintenance activity; owever, that extraordinary methods of repair and maintenance that involve a risk of adverse environmental impact, shall require a coastal development permit, as California Administrative Code Section 13252, as amended from time to time.

g.	UTILITY CONNECTIONS. The replacement of any necessary utility development approved pursuant to the Zone requirements; provided that conditions to mitigate any adverse improved that the conditions to mitigate any adverse improved that the conditions to mitigate any adverse improved the conditions to mitigate any adverse improved the conditions to mitigate any adverse improved the conditions are conditionally as a condition of the conditions are conditionally as a condition of the condition of th	connection between a ne California Coastal A the City may, whe	n existing service facility and any Act of 1976 or the Coastal Overlay re necessary, require reasonable
☐ h.	REPLACEMENT OF EXISTING than a public works facility, destroyethis Code.		•
☐ i.	DEVELOPMENT WITHIN THE Goleta Slough Reserve Zone is req Permit pursuant to the provisions of 0 1991; Ord. 4375, 1986; Ord. 4173, 19	uired to obtain a Go Chapter 29.25 unless s	leta Slough Coastal Development
developm	re, the Community Development Depa nent meets the requirements of Pub rom the coastal development permit I	lic Resources Code S	Section 30610 (e) and is thereby
CERTIFI	ED BY:		
		ON	
(Applican	nt's Signature)		(Date)
		ON	
(Owner's	Signature)		(Date)
		ON	
(Designat	ted Planner's Signature)		(Date)
		ON	
(Designat	ted Planner's Printed Name)		(Date)
(Designat	ted Planner's Printed Name) Within 5 days, the Community De	evelopment Departmen	nt will send a c

City of Santa Barbara Planning Counter / 630 Garden St. / (805) 564-5578

CA 93001





COASTAL DEVELOPMENT PERMIT APPLICATION

		Th	nis section is to b	e filled out	oy Planning	Division	Staff Only	
MS'	T#:				CDP	P# <u>(Same a.</u>	s MST #)	
Env	/IRONM	1ENTA	L DETERMINATIO	ON (IF NECE	SSARY):			
CON	ICURRI	ENT A	PPLICATION(S):	□ ABR	☐ HLC	□ PC	☐ PRT	SHO
APP	LICATI	ION R	EVIEWED BY:				Date:	
NOT	E:	pern to th	Coastal Developmenits which would not be made in the contract of the contract	normally be a Application	required. Th as well as an	ne applican ny other m	t must subm aterials norn	it, in addition ally required
I.	TYPI	E OF A	APPLICATION					
		LCP	Exclusion					
		Coas	stal Development Po	ermit:				
		1.	Appealable No	o Public Hear	ing required			
		2.	Appealable Pu	blic Hearing	required			
		3.	Non-Appealable	No Public	Hearing requi	red		
		4.	Non-Appealable	Public Hea	ring required			
		5.	California Coast	al Commissio	n (State) Pern	nit		
II.	PRO	JECT	OWNER/APPLIC	CANT AND I	OCATION			
	Owne	er:						
	Appli	cant:_						
	Projec	ct Loca	ation:					
	Parce	l No(s)).:					

III. PROJECT INFORMATION:

THE FOLLOWING INFORMATION IS REQUIRED FOR A COASTAL PERMIT APPLICATION TO BE CONSIDERED COMPLETE:

PLEASE NOTE:

*Where questions do not apply to your project, indicate "NOT APPLICABLE" or "N/A".

*Within thirty (30) days of receipt of an application, the Planning Division will inform the applicant in writing if the application is <u>complete</u>, or <u>not</u>, and what items must be submitted. <u>Processing of the application will not begin until it is complete</u>.

TYI	PE OF I	PROJECT:	:						
	New				Sq. Ft.				
	Addi	tion			Sq. Ft.				
	Rem	odel			Sq. Ft.				
	Repa	air			Sq. Ft.				
	Dem	olition			Sq. Ft.				
	Rem	oval			Sq. Ft.				
	Grad	ling	Cut _		Cu.	Yds.	Fill_		_ Cu. Yds.
	Pavi	ng			Amount				
	Fenc	es/Walls	Heigh	t	a	nd Ler	ngth _		
	Reta	ining Walls	Heigh	t	a	nd Ler	ngth _		
	Char	nge of Use	From			То			
	Othe	r							
RES	SIDENT	TIAL:							
		No. of Lots	LOT AREA	No. of Bldgs.	BLDG. SQ. FT.	STO	RIES	UNITS	BEDROOMS PER UNIT
Ex	ISTING								
Pro	OPOSED								

C.	NON	RESIL	TTIME	AT.
	11() 1-	· N DASIL		A

	No. of Lots	LOT AREA	No. of Bldgs.	BLDG. SQ. FT.
EXISTING				
Proposed				

	THE DRADACET	DEVELOPN	MENT. INCLU	DE SOUARE I	FOOT
	HE PROPOSEL L IMPROVEME ADING, ETC.:			-	R W
INCIDENTAL	L IMPROVEME			-	R W]
INCIDENTAL	L IMPROVEME			-	R W]

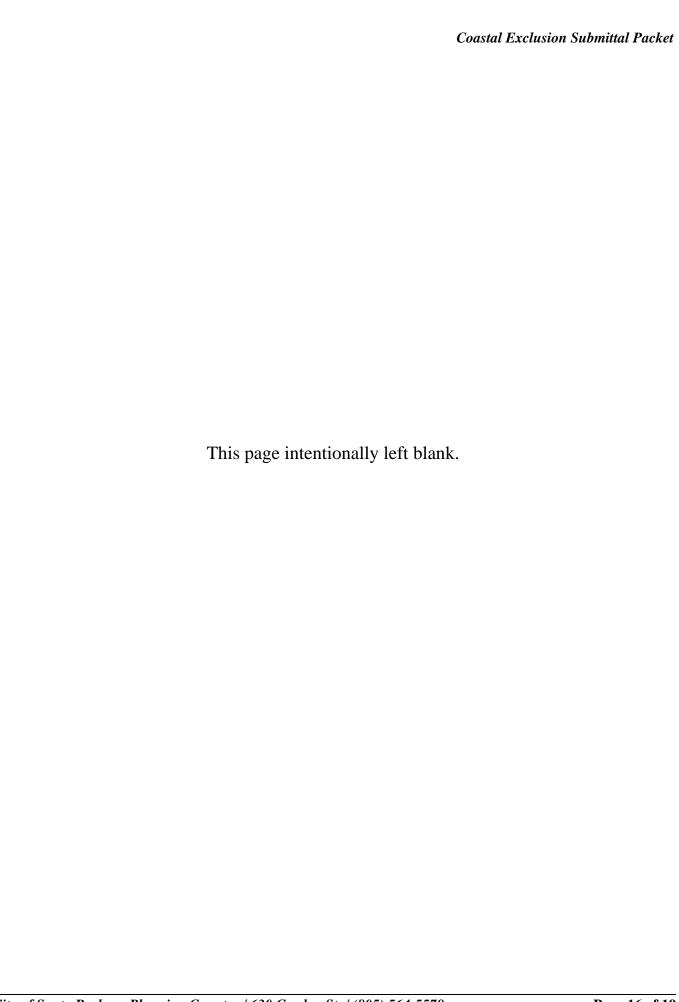
F. NUMBER OF PARKING SPACES:

	REQUIRED	Existing	Proposed	TOTAL
Covered				
UNCOVERED				
BICYCLE PARKING				

G. ADDITIONAL INFORMATION:

•	pplication for development on this site been submitted previously to the Coastal Zone Conservation Commission or Coastal Commission?
YES	□NO
<u> </u>	e previous Application Number:
	extensions for the following needed to serve the project? YES NO
Gas	☐ YES ☐ NO
Electric	☐ YES ☐ NO
Sewer	☐ YES ☐ NO
Telephone	☐ YES ☐ NO
Would any	of these extensions be above ground? YES NO
If yes, exp	lain below:
	elopment is between the first public road and the sea, is public access to ne and along the coast currently available near the site?
YES	□NO
If yes, ind project site	icate the location of the nearby access, including the distance from the
Does the	development involve diking, filling, dredging or placing structures in
open coast	al waters, wetlands, estuaries, lakes, or creeks?
YES	□NO
• •	lain. (Include amount of material to be dredged or filled and the location ged material disposal site).

5.	Will the development extend into or public trust lands?	or adjoin any b	each, tideland	s, submerged land	ls
	☐ YES* ☐ NO				
6.	Is the proposed development in or	near:			
	• Sensitive habitat areas?	YES*	☐ NO		
	• 100-year floodplain?	YES*	□NO		
	• Park or recreation area?	☐ YES*	□NO		
7.	Is the proposed development visible	e from:			
	• U.S. Highway 101 or other	scenic routes?	YES*	□NO	
	• Park, beach or recreation ar	eas?	YES*	□NO	
	• Harbor area?		☐ YES*	□NO	
8.	Does the site contain any:				
	• Historic resources?	YES*	□NO		
	• Archaeological resources?	YES*	□NO		
					_
					_
					_
					_
				_	_
					_
					_
					_
					_
					_
					_
					_



Applicant's Name Applicant's Return Address (or letterhead) Applicant's Telephone Number

Date

Planning Division City of Santa Barbara P.O. Box 1990 Santa Barbara, CA 93102-1990



Re: Coastal Exclusion Application for (*Project Address*); Assessor's Parcel Number(s) (099-999-099); (*Land Use*) Zone

Dear Planning Staff:

(Please include a statement requesting a coastal exclusion <u>and</u> a detailed description of the existing situation and the proposed project.)

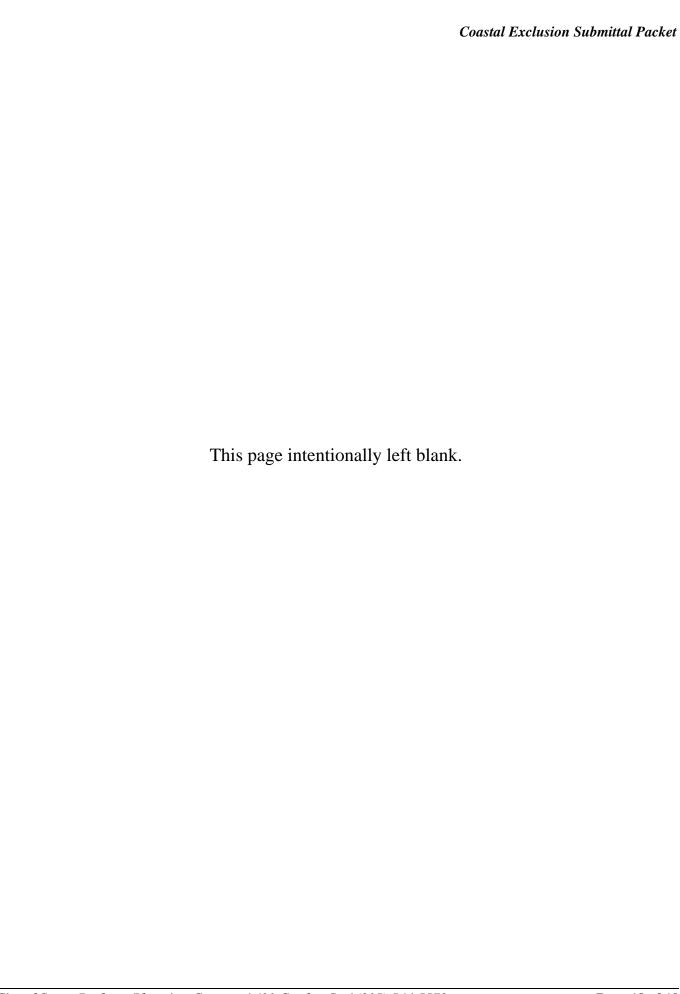
SAMPLE TEXT:

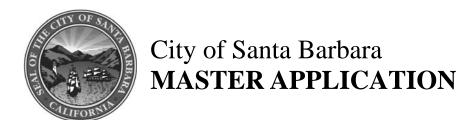
We are requesting a coastal exclusion to allow a bedroom addition to an existing home in the Non-Appealable Jurisdiction of the Coastal Zone. The proposed bedroom is needed for our growing family, since there are only two bedrooms existing in the house.

There is an existing house (1,000 sq. ft.), and a detached two-car (400 sq. ft.) garage on the 6,000 sq. ft. property. The proposal is to build a 300 sq. ft. (20'x15') bedroom addition to the rear of the existing house on the easterly side of the property.

Sincerely,

SIGNATURE OF APPLICANT





Case Numbers			
MST 200			
BLD 200_			
Other			
	(Staff Use Only)		

Project Address: <u>630 Garden Stree</u>	<mark>:t</mark>					
Assessor's Parcel Number: <u>099-010-099</u>	Land Use Zone: <u>R-1/S-D-3</u>					
Existing Condition/Current Use_single-fa	<mark>amily residence</mark>					
☐ New ☐ Addition ☐ Remodel	Repair [Demo	☐ Change of	Use Gradi	ng Other	
Residential: # of Bldgs # of Stories	# of Units <u></u>	Comme	rcial:# of Bldgs.	# of Stories	_ Const. Type	
Project Description: 300 square f	oot, first floor add	lition to	existing 1,000	square foot sing	le-family	
residence with a detached 400 square j						
Proposed Use/Occupancy:		Construction Valuation \$:				
<u>Name</u>	Street Add	dress		City, State, Zip	Phone #	
Owner of Property: <u>Jane Doe,</u>	630 Garden	<u>Street,</u>	<u>Sa1</u>	<mark>ıta Barbara, CA 93101</mark>	<u>(805) 555-1212</u>	
Applicant: John Smith,	123 Easy St	t <mark>reet,</mark>	<u>Ca</u> 1	marillo, CA 93123	<u>(987) 555-1234</u>	
Tenant:						
Architect/Designer:						
Contractor:						
Other (specify):						
IMPORTANT: Please check box ☑ next			e whom we sho	uld contact regardi	ng this application.	
Proposed Size	· r			AFF USE ONLY		
New Commercial Building: sq. ft.		ARCHITECTURAL BOARD OF REVIEW (ABR)				
New Residential Building:	sq. ft.	Coastal Exclusion				
Addition: Remodel/Tenant improvement:		Environmental Review				
Carport/Patio Cover:		HISTORIC LANDMARK COMMISSION REVIEW (HLC)				
New Deck:		GENERAL PLAN SQUARE FOOTAGE ALLOCATION (GPU)				
New Fencing:	sq. ft.	STAFF HEARING OFFICER (SHO)				
New Paving:		PLANNING COMMISSION REVIEW (PC) (CIRCLE ALL THAT APPLY: ANNEX, APPEAL, CDP, CUP, DPA, GPA, LLA, MOD, REZONE, TSM,				
Grading: Other (specify):	<u>√one</u> cu. yd.			JUP, DPA, GPA, LLA,		
Existing Size				T APP. REVIEW TEAM		
	<u>5,000</u> sq. ft.			COMMERCIAL PROPERTIE		
	1,000 sq. ft.	 '	OMMITTEE REVIE		,	
Other (specify):	400 sq. ft.			ALLY FOR FINANCIAI	LINSTITUTIONS)	
I, the undersigned, understand approval of this project do requirements, laws, or ordinances of the City of Santa Barb contained herein, including all documents and plans submitted in application, are true and accurate to the best of my knowledge.	para. All statements ap	nereby authorize	e the above named cont	act person to act as my agent	in all matters pertaining to this	

Signature: Jane Doe

(Property Owner)

Date: <u>**8-21-04**</u>

Signature: John Smith

Date: **8-21-04**